



Policy: 1105
Chapter: Communications
Rule: Policy and Procedure Development

Effective: 02/22/06
Replaces: 1105
Dated: 04/06/05

A.R.S.	A.C.A. Standards	A.A.C
§§41-2804	3-JTS-1A-07, 08, 11, 17, 18, 19; 3A-01	

The Arizona Department of Juvenile Corrections (ADJC) shall produce and maintain policies and procedures that govern the activities of ADJC personnel, contracted agencies, volunteers, interns, and committed juveniles.

Michael D. Branham, Director

Procedure Index:

Procedure 1105.01	Policy and Procedure Development
Procedure 1105.02	Policy and Procedure Manuals and Compliance
Procedure 1105.03	Administrative Memos

Form Index:

Form 1105.02A	Annual Policy and Procedure Review
Form 1105.02B	CD Policy and Procedure Review
Form 1105.03A	Administrative Memo

Definitions:

- 1. Process Owner:** Subject matter expert who will function as a liaison between the policy unit and their respective division.
- 2. Manual Coordinator:** Responsible for maintaining the assigned Policy and Procedure manuals